

California Fire & Rescue Training Authority

POLICY HANDBOOK

POLICY TITLE: Administrative Officer-Training
POLICY NUMBER: 2327

Issue Date: 9/21/2017
Revised: 1/19/2019

2327.1 General Job Description

Reporting to the Executive Director and under minimal direction, the incumbent supervises training operations, primarily State Fire Training FSTEP and CFSTES curricula and course offerings of the California Fire & Rescue Training Authority, and performs duties that are supervisory. The person in this position has responsibility for managing the day-to-day fire service training operations, including course budgets, instructor contracts, necessary supplies for each course offering, training personnel, course marketing, new course development, and special projects. The incumbent provides professional and technical assistance to the Executive Director in the area of training delivery and new training development.

2327.2 Essential Job Functions:

- 2327.2.1** Serves as the Training Operations Officer.
- 2327.2.2** Prepares, directs and participates in the preparation of the Authority's annual training calendar, including analysis and estimates of attendance, training needs among the fire service served; recommendations of new course offerings and training materials needs; review and consultation with member agency management staff; final curricula recommendations; and the presentation to the California Fire & Rescue Training Authority's Governing Council by the Executive Director.
- 2327.2.3** Develops and implements goals, objectives, policies, and priorities at the direction of the Executive Director for the Authority in the areas of training course development and offerings.
- 2327.2.4** Supervises and performs a variety of duties related to the maintenance and secure storage of student/trainee records and personal data.
- 2327.2.5** Coordinates, monitors, and maintains all educational materials and data delivery systems.
- 2327.2.6** Acts as point of contact for Authority to State Fire Training / State Fire Marshal.
- 2327.2.7** Effectively works as a member of a problem-solving team to resolve, within set time schedules, a variety of educational and training operations and development tasks in support of the Executive Director.
- 2327.2.8** Represents the Authority in a variety of meetings.
- 2327.2.9** Accounts for the use of General and Grant Funds to the Administrative Officer-Finance
- 2327.2.10** Administers agreements with contract instructors.

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2327.2.11 Develops and monitors codes of conducts for Instructors, both contracted and employed.

2327.2.12 Ensures that the instructional functions and procedures are in compliance with federal and state laws, rules and regulations and local codes and standards, particularly those of State Fire Training.

2327.2.13 Assists the Executive Director with curricula development and planning issues.

2327.3 Additional Job Functions:

2327.3.1 Responds to request from public, member agencies, and other governmental and private entities for information regarding training programs offered by the Authority.

2327.3.2 Supervises and performs a variety of duties related to the recording, classifying, examining and analyzing of Authority educational data and records.

2327.3.3 Supervises and performs a variety of duties relating to the resolution of customer problems, and providing information requested by customers and other members of the public having an interest in Authority educational training and programs.

2327.3.4 May perform special projects

2327.3.5 Performs other duties of a similar nature or level.

2327.4 Qualifications:

2327.4.1 Knowledge Of:

Public administration, organization and management; cost control; accounting; supervision; methods and techniques involved in conducting analytical studies of educational and training program management practices, methods and procedures; student record security, retention, and asset management; governmental procurement methods and guidelines, preparation and monitoring, principles and techniques of project management; principles and practices for effective leadership and teamwork; Use of proper spelling, grammar, and punctuation.

2327.4.2 Ability To:

Preparation and monitoring; research, analysis and formulation of recommendations on training and classroom instructional practices; write logical, comprehensive, concise reports and correspondence; manage customer service,

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acquire subject matter expertise in the education and training functions and activities of the Authority, including applicable laws, rules, regulations, procedures and technical operations; use computers and related peripheral equipment; prioritize work efficiently; use modern office automation to maximize resource productivity; prepare and analyze statistical data; supervise and provide work direction to subordinate personnel; develop and train others in following procedures and instructions for educational and training activities; establish and maintain a harmonious and effective working relationship with staff members, other agencies, and members of the public; effectively represent the Authority to other departments and agencies, and before public bodies; proficiency with spreadsheet, database programs and web based applications; communicate effectively, both orally and in writing; work independently to resolve problems; maintain integrity, honesty, reliability and cooperation; adhere to all policies of the Authority.

2327.4.3 Experience and Education:

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. The education requirements may be modified at the sole discretion of the Executive Director. A typical way to obtain knowledge and abilities would be:

2327.4.3.1 Experience:

Five years of increasingly responsible administrative work which has provided the opportunity to develop the required skills, knowledge and abilities necessary to fulfill the duties and responsibilities of this position.

2327.4.3.1 Education:

Education or work experience equivalent to an AA or AS in Education Administration with coursework in educational practices and delivery, public administration, or a closely related field.

2327.4.3.2 Sexual Harassment for Supervisors in accordance with California Assembly Bill 1825 (may be obtained after employment)

2327.4.3.3 Driver License:

Maintain valid California driver license and satisfactory driving record.